

RBCL – Report Background Check List

This screen displays a list of reports that contain the identified CAPS ID and have a substantiation determination associated to the report. This screen is only accessible by some staff and can be used by Centralized Intake to complete background checks.

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CMFSRBCL          REPORT BACKGROUND CHECK LIST          09/16/2011    9:57
USER ID: C7TR17                                     PAGE NO:    1

CAPS ID: 00002197  CAMRIN HORNE
TO SELECT, ENTER I=INQUIRE

  SEL  RPT NO  DATE      R/R      DETERMIN  WORKER
  _   _   _   _   _   _   _   _   _   _   _   _   _   _
  _   0001072 11/17/2010 CPS    0  HORNE      C7TR15
  _   0001079 07/01/2011 CPS    0  MOGSTAD    C7TR15
  _   0001078 06/01/2011 CPS    0  SNELLMAN   C7TR15
  _   0001073 12/01/2010 CPS    0  STALLINGS  C7TR15
  _   0001020 12/09/2004 CPS    0  HALMONT BILLY C7TR22
  _   0001019 12/09/2004 CPS    0  GAFFNEY BILLY C7TR21
  _   0001018 12/09/2004 CPS    0  FISCHER BILLY C7TR20
  _   0001017 12/09/2004 CPS    0  ENHELTER BILLY C7TR19
  _   0001014 12/09/2004 CPS    0  BACON BILLY  C7TR16
  _   0001025 12/09/2004 CPS    0  HARRIS BILLY  C7TR27
  _   0001024 12/09/2004 CPS    0  PRICE BILLY   C7TR26
  _   0001015 12/09/2004 CPS    0  COLBERT BILLY C7TR17
  _   0001016 12/09/2004 CPS    0  DRYNAN BILLY  C7TR18
  _   0001071 11/17/2010 CPS    0  HORNE      C7TR15

                                     PATH:  █
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Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)

Enter the CAPS ID of the person you wish to view substantiation history for.

SEL

On the select line, enter "I" to inquire on a specific report. This will take you to the RRD1 (Report/Request Detail 1) screen. *You can inquire on up to 50 reports at a time. On the RRD1 (Report/Request Intake Detail 1) screen, press F7/F8 to page through the reports. You can also view RRD2 (Report/Request Detail 2) and RRD3 (Report/Request Detail 3) screens, if necessary. If the selected report is secured, you will receive the warning message screen and the assigned worker will be notified that you accessed the report.*

RPT NO

This field will display the report number for the listed report.

DATE RECEIVED

This field will display the date the listed report was received.

R/R CAT (F12)

This field will display the category of the listed report.

STS (F12)

This field will display the current status of the listed report.

REPORT NAME

This field will display the report name associated to the listed report. *This defaults to what was entered in the REPORT NAME field on the RRD1 (Report/Request Detail 1) screen.*

DETERMIN END DATE

If the report is in "C" (closed) status, this field will display the determination end date for the listed report. *This is the date the worker made their determination if allegations were substantiated or unsubstantiated.*

WORKER ASSGND (F12)

This field will display the C number of the current assigned worker for the listed report.

Additional Information

Reports will appear on the list if there are any of the following determinations on the report:

- ✓ AJP – Adjudication Pending: YINC Pending
- ✓ CCP – Criminal Charges Pending
- ✓ FHR – Fair Hearing Requested
- ✓ IND – Indicated Maltreatment Occurred – Unable to Substantiate
- ✓ LGP – Pending Per Legal Agreement/Settlement, See CPS Program
- ✓ LVS – Licensing Violation Substantiated
- ✓ SUB – Substantiated Abuse, Neglect or Exploitation
- ✓ SUD – Substantiated/Indicated Child Abuse Resulted in Death
- ✓ SUP – Substantiation Pending

The substantiation does not, necessarily, have to be on the person the background check is being performed on.